

# **Marion County Public Records Commission**

## **Records Management**

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Office of Corporation Counsel

&

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Office of Marion County Clerk Myla A. Eldridge

# **Marion County Public Records Commission**

- **Members:**
  - Myla A. Eldridge, County Clerk
  - Kate Sweeney Bell, County Recorder
  - Brett Wineinger, Office of Finance and Management
  - Claudia Fuentes, County Treasurer
  - Richard Grismore, Indianapolis Public Schools
  - Sheryl Lynch, Circuit Court Judge
  - Julie Voorhies, County Auditor

# Overview

- What is records management and why is it important?
- Who is responsible for records management at the local level?
- What are the laws that govern the city and county's management of records?
- What are retention schedules and how do we use them to manage our records?
- When and how can we destroy public records?
- Can an agency scan public records in lieu of keeping the paper?
- What are the options for storage and destruction?
- What resources are available to assist my agency?

# What is Records Management and Why is it Important?

- Records Management for local public agencies is a program to apply management techniques to the maintenance, retention, presentation and disposal of records to improve efficiency and reduce the costs of recordkeeping.
- Records Management is Important because:
  - Good records management practices can ensure that your agency keeps the public records required by law and minimizes the amount of storage space needed (whether on or off-site)
  - Good records management practices will also help with access to these public records, whether for the agency's purposes or in response to Access to Public Records requests under Indiana Code chapter 5-14-3.

# What Are The Laws Governing Records Management?

- Records Management for local public agencies is governed by Indiana Code chapter 5-15-6
- This statute provides guidance for the maintenance of and the destruction if permissible) of public records maintained by public agencies
- This statute also requires the state commission, the Oversight Committee on Public Records (OCPR), with its administrative arm, the Indiana Archives and Records Administration (IARA) to adopt retention schedules for local government agencies and these schedules are to be implemented by the local commission.

# Who is Responsible for Records Management at the Local Level?

- The County Commission of Public Records (CCPR)
  - Representatives of city, county, township, judicial and school agencies in each county
  - Clerk Myla Eldridge serves as Chair, County Recorder Kate Sweeney Bell is the Secretary
  - Commission reviews requests for destruction of public records (unless covered by a retention schedule—more on that later)
- Agency management and personnel
  - The law requires agencies to manage their own records based upon guidance from the IARA and the OCPR
  - The reckless, knowing or intentional destruction of a local public records other than in accordance with Indiana Code chapter 5-15-6 is a **Level 6 Felony** unless permission granted by CCPR or under a retention schedule

# When and How Can a Local Public Agency Destroy Public Records?

- Records covered by a retention schedule:  
Notice of Destruction Form
- Records not covered by a retention schedule:  
PR-1 Form

# What Are Retention Schedules?

- A retention schedule is a set of instructions prescribing how long, where, and in what form a record series will be kept.
- The OCPR has adopted a General Retention Schedule for Local Government as well as agency-specific schedules for the following local agencies such as:

Assessing Officials

County Auditor

County Prosecutor

County Recorder

Zoning, Planning, Development and Enforcement

Non-Judicial County Clerk

Public Libraries

Cities and Towns

Educational Institutions

Township Trustee



# Sample Retention Schedule Items-County/Local General

RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
<b>ADMINISTRATIVE</b>		
GEN 10-1	<b>MINUTES</b>  Official minutes of any county/local agency, board, commission, or of any division. THIS IS A CRITICAL RECORD. [IC 5-15-6-2.5]; [IC 5-15-5.1-12]	PERMANENT. Microfilm according to 60 IAC 2 standards. Original may be retained in office or transferred to the Indiana State Archives pursuant to IC 5-15-6-6 at such time as record no longer has official value but has historical value.

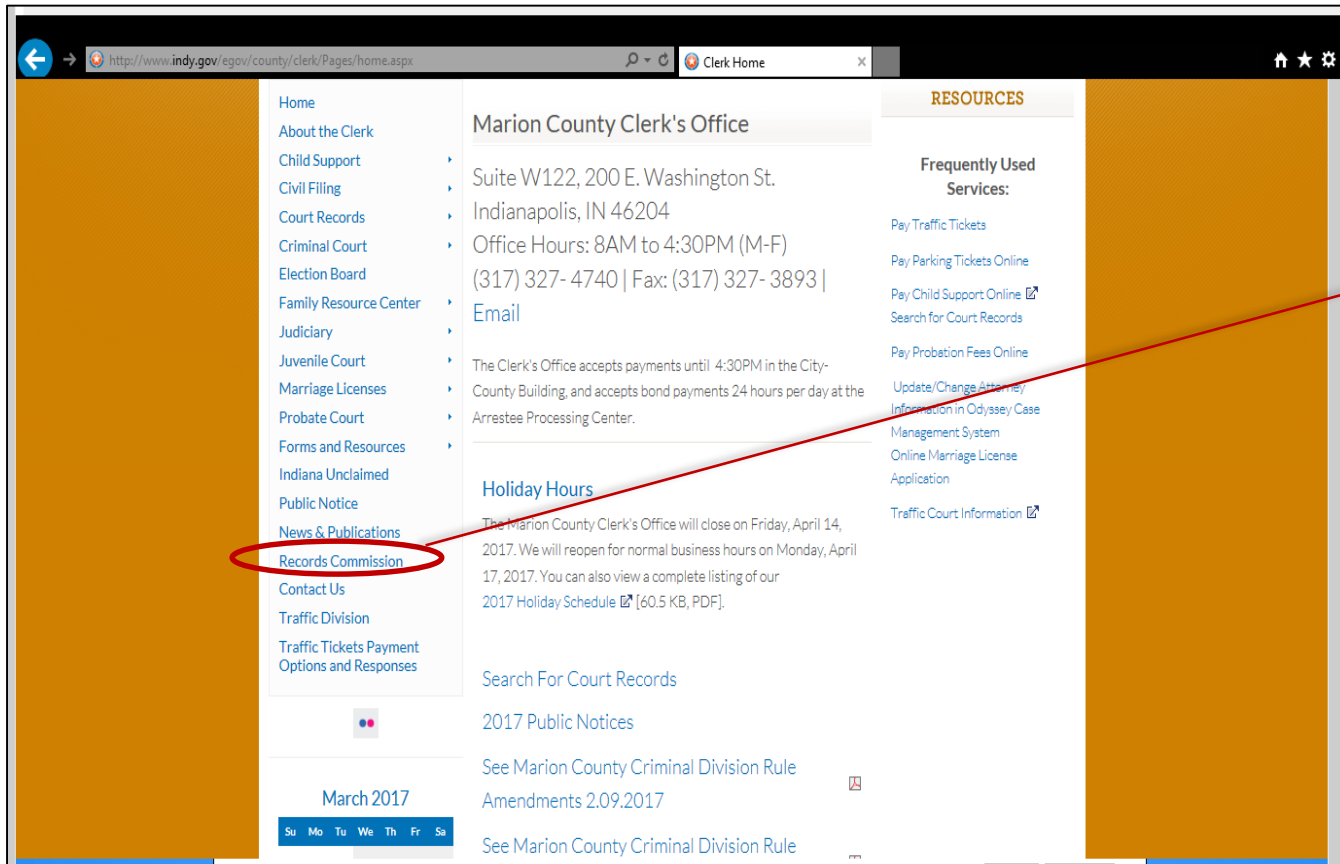
# Sample Retention Schedule Items-County/Local General

GEN 10-2	COUNTY/LOCAL AGENCY, BOARD OR COMMISSION MEETING RECORDINGS  For offices, boards or commissions that record their meetings and use the recordings to complete the minutes of the meetings.	ERASE or DESTROY after official minutes derived from them are approved.
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# Sample Retention Schedule Items-County/Local General

GEN 10-4	<p><b>GENERAL FILES</b></p> <p>Office records that are not related to policy implementation. This series includes correspondence, memos, and routine staff files.</p>	DESTROY after three (3) calendar years.
GEN 10-5	<p><b>LEGAL FILES</b></p> <p>(Also called Litigation Files.) All records pertaining to litigation with the county/local government and all supporting documentation. Also includes investigation files and reports from agencies who investigate civil violations (including housing and employment discrimination). This includes the Notice of Tort Claim for Property Damage and/or Personal Injury, SF 54668, if a claim is brought against the political subdivision. (See GEN 14-1 if no claim is brought.) Disclosure of these records may be affected by IC 5-14-3-4(a) (1), (3), and (8), and also by the discretion of a public agency, IC 5-14-3-4(b) (6). Retention consistent with IC 34-11-2-6, IC 35-41-4-2(a), and IC 34-11-2-4.</p>	RETAIN in office five (5) calendar years after exhaustion of litigation. Evaluate and transfer to the Indiana State Archives, pursuant to IC 5-15-6-6, only those files that have been determined to have historical significance.

# Where to Find Information on the Public Records Commission?



The screenshot shows the Marion County Clerk's Office website. The left sidebar contains a list of links: Home, About the Clerk, Child Support, Civil Filing, Court Records, Criminal Court, Election Board, Family Resource Center, Judiciary, Juvenile Court, Marriage Licenses, Probate Court, Forms and Resources, Indiana Unclaimed, Public Notice, News & Publications, **Records Commission** (circled in red), Contact Us, Traffic Division, and Traffic Tickets Payment Options and Responses. The main content area is titled 'Marion County Clerk's Office' and includes contact information, office hours, and a 'Frequently Used Services' section. A red line points from the circled 'Records Commission' link in the sidebar to a detailed view of the link on the right.

Marion County Clerk's Office

Suite W122, 200 E. Washington St.  
Indianapolis, IN 46204  
Office Hours: 8AM to 4:30PM (M-F)  
(317) 327- 4740 | Fax: (317) 327- 3893 |  
Email

The Clerk's Office accepts payments until 4:30PM in the City-  
County Building, and accepts bond payments 24 hours per day at the  
Arrestee Processing Center.

**Holiday Hours**  
The Marion County Clerk's Office will close on Friday, April 14,  
2017. We will reopen for normal business hours on Monday, April  
17, 2017. You can also view a complete listing of our  
2017 Holiday Schedule [60.5 KB, PDF].

Search For Court Records

2017 Public Notices

See Marion County Criminal Division Rule  
Amendments 2.09.2017

See Marion County Criminal Division Rule

**RESOURCES**

**Frequently Used Services:**

- Pay Traffic Tickets
- Pay Parking Tickets Online
- Pay Child Support Online
- Search for Court Records
- Pay Probation Fees Online
- Update/Change Attorney Information in Odyssey Case Management System
- Online Marriage License Application
- Traffic Court Information

Forms and Resources

Indiana Unclaimed

Public Notice

News & Publications

**Records Commission**

Contact Us

Traffic Division

Traffic Tickets Payment  
Options and Responses

March 2017

Su Mo Tu We Th Fr S

# Forms To Submit to the Public Public Records Commission

The screenshot shows the Marion County Public Records Commission website. The browser address bar displays <http://www.indy.gov/eGov/County/Clerk/Judiciary/Pages/Marion-County-Public-Records-Commis...>. The page title is "Marion County Public Records Commission".

**Left Sidebar (Navigation Menu):**

- Home
- About the Clerk
- Child Support
- Civil Filing
- Court Records
- Criminal Court
- Election Board
- Family Resource Center
- Judiciary
  - Marion County Courts
  - Indiana State Court
  - US Federal Court
  - Indiana Public Records Commission
  - Marion County Public Records Commission
  - Marion County Court & Office Holidays
- Juvenile Court
- Marriage Licenses
- Probate Court
- Forms and Resources
- Indiana Unclaimed
- Public Notice
- News & Publications
- Records Commission
- Contact Us
- Traffic Division
- Traffic Tickets Payment

**Main Content Area:**

**Local Government Records Management**

**2017 Commission Meetings**

Thursday, June 1, 2017 | 9AM | Room 107

Thursday, December 7, 2017 | 9AM | Room 107

Meetings are held in the City-County Building, 200 E. Washington Street in downtown Indianapolis. Meetings are held in the designated room numbers above.

**Local Government Records Management: Forms**

- [Request for Permission to Destroy or Transfer Records \(PR-1\)](#)
- [Notice of Destruction](#)

[Instructions for completing Notice of Destruction](#) [768.19 KB, PDF]

**Local Government Records Management: Destruction Schedule**

A quick reference for use with your records retention schedule

IC 5-15-5 1-14

**Red Circles and Arrows:**

- A red circle highlights the link [Request for Permission to Destroy or Transfer Records \(PR-1\)](#) in the sidebar.
- A red circle highlights the link [Notice of Destruction](#) in the sidebar.
- A red circle highlights the link [Request for Permission to Destroy or Transfer Records \(PR-1\)](#) in the main content area.
- A red circle highlights the link [Notice of Destruction](#) in the main content area.
- Red arrows point from the sidebar links to the corresponding links in the main content area.

# Which Form Do I Use?

- Notice of Destruction form:
  - Used for nonpermanent records that are eligible for destruction per a document retention schedule
  - Permission from the Local Public Records Commission is not necessary, but the filer must delay destruction of the record for 30 days
- Request for Permission to Destroy or Transfer Certain Public Records form (PR-1 Form):
  - Used for permanent records (as identified on a retention schedule) or records that are not listed on a current document retention schedule.
  - Permission from Public Records Commission is necessary and, if granted, the State IARA has 60 days to review—no destruction is permitted until the Local \_\_\_\_\_ notifies you.



# Notice of Destruction Form



## NOTICE OF DESTRUCTION OF NONPERMANENT RECORDS (Local Government Public Records)

State Form 44905 (R7 / 7-15)

Reset Form

INDIANA ARCHIVES AND RECORDS ADMINISTRATION  
402 West Washington Street, Room W472  
Indianapolis, Indiana 46204  
Telephone: 317 232-3380  
city@iara.in.gov

- INSTRUCTIONS:**
1. This form may be used only for the destruction of nonpermanent records. Use State Form 30505, Request for Permission to Destroy or Transfer Certain Public Records (PR-1), to request destruction of permanent records.
  2. Complete all Contact and Record Series Information fields.
  3. Send the original to the secretary of the County Commission of Public Records.
  4. Send a copy of this form to the Indiana Archives and Records Administration at the above address.
  5. Delay destruction of records listed for thirty (30) days. During this period, the Indiana Archives and Records Administration will review the request and may follow up with the requestor. If the requestor is not contacted by the Indiana Archives and Records Administration during this period, the records may be destroyed.
  6. Complete the Destruction Information fields and retain a copy of the completed form for your records.

### RECORDS MEASUREMENT TABLE

1 Archives box (10" x 12" x 15") inside = 1 cubic foot of records	1 Linear foot of 8 1/2" x 14" documents = 1 cubic foot
1 Letter size file drawer = 1 1/2 cubic feet of records	1 Linear foot of 8 1/2" x 11" documents = 4/5 cubic feet
1 Legal size file drawer = 1 1/2 cubic feet of records	1 Linear foot of tab cards = 1/6 cubic feet
1 Number 11 record transfer box = 2 cubic feet of records	1 Linear foot of 3" x 5" cards = 1/9 cubic feet

### CONTACT INFORMATION

Name of office	Date submitted to secretary and IARA (month, day, year)	County
Address (number and street)		City
		ZIP code
Name of contact person	Telephone number ( )	E-mail address

### RECORD SERIES INFORMATION

TITLE OF RECORDS TO BE DESTROYED	DATE OF RECORDS	RECORD SERIES NUMBER	VOLUME (cubic feet)

# How to Complete the Notice of Destruction Form

RECORDS STORAGE CAPACITY	
1	Archives box (10" x 12" x 15") inside = 1 cubic foot of records
1	Letter size file drawer = 1 1/2 cubic feet of records
1	Legal size file drawer = 1 1/2 cubic feet of records
1	Number 11 record transfer box = 2 cubic feet of records
CONTACT INFORMATION	
Name of office	
Address (number and street)	
Name of contact person	Telephone
RECORDS TO BE DESTROYED	
TITLE OF RECORDS TO BE DESTROYED	

RECORD SERIES	TITLE/DESCRIPTION
<b>ADMINISTRATIVE</b>	
GEN 10-1	<b>MINUTES</b> Official minutes of any county/local agency, board, commission, or of any division. THIS IS A CRITICAL RECORD. [IC 5-15-6-2.5]; [IC 5-15-5.1-12]
GEN 10-2	<b>COUNTY/LOCAL AGENCY, BOARD OR COMMISSION MEETING RECORDINGS</b> For offices, boards or commissions that record their meetings and use the recordings to complete the minutes of the meetings.



# How to Complete the Notice of Destruction Form continued

DATE OF RECORDS	RECORD SERIES NUMBER

RECORD SERIES	
ADMINISTRATIVE	
GEN 10-1	MINUTES Official minutes of any co of any division. THIS IS A 15-5.1-12]
GEN 10-2	COUNTY/LOCAL AGEN MEETING RECORDINGS For offices, boards or con use the recordings to con

# How to Complete the Notice of Destruction Form continued

## RECORDS MEASUREMENT TABLE

- 1 Archives box (10" x 12" x 15") inside = 1 cubic foot of records
- 1 Letter size file drawer = 1 1/2 cubic feet of records
- 1 Legal size file drawer = 1 1/2 cubic feet of records
- 1 Number 11 record transfer box = 2 cubic feet of records

- 1 Linear foot of 8 1/2" x 14" documents = 1 cubic foot
- 1 Linear foot of 8 1/2" x 11" documents = 4/5 cubic feet
- 1 Linear foot of tab cards = 1/6 cubic feet
- 1 Linear foot of 3" x 5" cards = 1/9 cubic feet

## CONTACT INFORMATION

Name of office	Date submitted to secretary and IARA (month, day, year)	County
Address (number and street)		City
		ZIP code
Name of contact person	Telephone number ( )	E-mail address

## RECORD SERIES INFORMATION

TITLE OF RECORDS TO BE DESTROYED	DATE OF RECORDS	RECORD SERIES NUMBER	VOLUME (cubic feet)

# Sample Completed Notice of Destruction



## NOTICE OF DESTRUCTION (Local Government Public Records)

State Form 44905 (R3 / 11-10)

RECEIVED  
INDIANA COMMISSION ON PUBLIC RECORDS  
102 West Washington Street, Room W472  
Indianapolis, Indiana 46204

SEP 06 2013

- INSTRUCTIONS:
1. Complete this form, listing all requested information.
  2. Send the original to the Clerk of the Circuit Court of your county.
  3. Send a copy of this form to the Indiana Commission on Public Records at the above address.
  4. Retain a copy of this form for your records.

MARION COUNTY CLERK

### RECORDS MEASUREMENT TABLE

1 Archives box (10" x 12" x 15") inside = 1 cubic foot of records	1 Linear foot of 8 1/2" x 14" documents = 1 cubic foot
1 Letter size file drawer = 1 1/2 cubic feet of records	1 Linear foot of 8 1/2" x 11" documents = 4/5 cubic feet
1 Legal size file drawer = 1 1/2 cubic feet of records	1 Linear foot of tab cards = 1/8 cubic feet
1 Number 11 record transfer box = 2 cubic feet of records	1 Linear foot of 3" x 5" cards = 1/9 cubic feet

Name of office <b>Marion County Clerk Records</b>		County <b>Marion</b>	
Address (number and street) <b>200 E. Washington St., Rm. B-2</b>		City <b>Indianapolis</b>	ZIP code <b>46204</b>
Name of contact person <b>Joyce Fitzpatrick</b>	Telephone number <b>( 317 ) 327-4706</b>	E-mail address <b>jfitzpat@indy.gov</b>	
TITLE OF RECORDS DESTROYED	DATE OF RECORDS	RECORD SERIES AUTHORITY	VOLUME (cubic feet)
Timesheets - Clerk	2001 - 2008	Gen 10-17	14
Timesheets - Election Board	1994 - 2009	Gen 10-17	18
ISETS Daily Balance - Accounting	Jan - June 2007	Gen 10-23	9
Gen./Muni. Reconciliations - Accounting	Jan - June 2007	Gen 10-18	3
Gen./Muni. Daily Deposits - Accounting	Jan - June 2007	Gen 10-19	1
Child Support Lock Boxes - Accounting	2004 - 2006	Gen 10-23	1
Misdemeanor Traffic Files	2012 - Apr 2012	IC7 85-5.1-13R	37

# The PR-1 Form

Reset Form



## REQUEST FOR PERMISSION TO DESTROY OR TRANSFER CERTAIN PUBLIC RECORDS (PR-1)

State Form 30505 (R6 / 6-15)

INDIANA ARCHIVES AND RECORDS ADMINISTRATION  
402 West Washington Street, Room W472  
Indianapolis, Indiana 46204  
Telephone: 317-232-3380  
city@iara.in.gov

- INSTRUCTIONS:**
1. Prepare in quintuplicate (five (5) copies).
  2. The original and three (3) copies must be filed with the County Commission of Public Records and a copy retained by the originating agency.
  3. Upon approval by the County Commission, the Secretary must forward one (1) copy to the Indiana Archives and Records Administration at the above address; one (1) copy to the county historical society (if any); and retain the original and one (1) copy for sixty (60) days, during which time the records may be procured by an active genealogical or historical society of the county or by the Indiana Archives and Records Administration, State Archives Division.
  4. Upon the expiration of sixty (60) days the copy retained shall be forwarded to the agency, as authority to dispose of the records in accordance with the action thereon by the County Commission.
  5. The original shall be preserved as a part of the minutes of the County Commission.

### RECORDS MEASUREMENT TABLE

1 Archives box (10" x 12" x 15") inside = 1 cubic foot of records	1 Linear foot of 8 1/2" x 14" documents = 1 cubic foot
1 Letter size file drawer = 1 1/2 cubic feet of records	1 Linear foot of 8 1/2" x 11" documents = 4/5 cubic feet
1 Legal size file drawer = 1 1/2 cubic feet of records	1 Linear foot of tab cards = 1/6 cubic feet
1 Number 11 record transfer box = 2 cubic feet of records	1 Linear foot of 3" x 5" cards = 1/9 cubic feet

### TO BE COMPLETED BY THE ORIGINATING AGENCY OR OFFICE.

Name of government agency		Date (month, day, year)
Address of government agency (number and street, city, state, and ZIP code)		
Name of contact person	Telephone number ( )	E-mail address
Type of request (check one) <input type="checkbox"/> Request to destroy <input type="checkbox"/> Request to microfilm and destroy <input type="checkbox"/> Request to destroy previously microfilmed originals		
<input type="checkbox"/> Request to transfer to:		

TO: Secretary, Commission of Public Records, of \_\_\_\_\_ County, Indiana

NAME OR DESCRIPTION OF RECORDS	VOLUME OF RECORDS (See records measurement table.)	DATE OF RECORDS (month, day, year)

# How to Complete the PR-1 Form

NAME OR DESCRIPTION OF RECORDS	RECORD SERIES	TITLE/DESCRIPTION
	<b>ADMINISTRATIVE</b>	
<div></div> <div></div> <div></div>	GEN 10-1	<b>MINUTES</b> Official minutes of any county/local agency, board, commission, or of any division. THIS IS A CRITICAL RECORD. [IC 5-15-6-2.5]; [IC 5-15-5.1-12]
	GEN 10-2	<b>COUNTY/LOCAL AGENCY, BOARD OR COMMISSION MEETING RECORDINGS</b>

# How to Complete the PR-1 Form

## continued

RECORDS MEASUREMENT TABLE		
1 Archives box (10" x 12" x 15") inside = 1 cubic foot of records	1 Linear foot of 8 1/2" x 14" documents = 1 cubic foot	
1 Letter size file drawer = 1 1/2 cubic feet of records	1 Linear foot of 8 1/2" x 11" documents = 4/5 cubic feet	
1 Legal size file drawer = 1 1/2 cubic feet of records	1 Linear foot of tab cards = 1/6 cubic feet	
1 Number 11 record transfer box = 2 cubic feet of records	1 Linear foot of 3" x 5" cards = 1/9 cubic feet	

TO BE COMPLETED BY THE ORIGINATING AGENCY OR OFFICE		
Name of government agency		Date (month, day, year)
Address of government agency (number and street, city, state, and ZIP code)		
Name of contact person	Telephone number ( )	E-mail address
Type of request (check one)	<input type="checkbox"/> Request to destroy <input type="checkbox"/> Request to microfilm and destroy <input type="checkbox"/> Request to destroy previously microfilmed original	
<input type="checkbox"/> Request to transfer to: _____		
TO: Secretary, Commission of Public Records, of _____ County, Indiana		

NAME OR DESCRIPTION OF RECORDS	VOLUME OF RECORDS (see records measurement table)	DATE OF RECORDS
_____	_____	_____
_____	_____	_____

# Sample Completed PR-1 Form



## REQUEST FOR PERMISSION TO DESTROY OR TRANSFER CERTAIN PUBLIC RECORDS (PR-1)

State Form 30505 (R4 / 11-10)

INDIANA COMMISSION ON PUBLIC RECORDS  
402 West Washington Street, Room W472  
Indianapolis, Indiana 46204

RECEIVED

DEC 03 2012  
MARION COUNTY CLERK

- INSTRUCTIONS:**
1. Prepare in quintuplicate (five copies).
  2. The original and three copies must be filed with the County Commission of Public Records and a copy retained by the originating agency.
  3. Upon approval by the County Commission, the Secretary must forward one copy to the Indiana Commission on Public Records at the above address; one copy to the county historical society (if any); and retain the original and one copy for sixty (60) days, during which time the records may be procured by an active genealogical or historical society of the county or by the Indiana Commission on Public Records, State Archives Division.
  4. Upon the expiration of sixty (60) days the copy retained shall be forwarded to the agency, as authority to dispose of the records in accordance with the action thereon by the County Commission.
  5. The original shall be preserved as a part of the minutes of the County Commission.

### RECORDS MEASUREMENT TABLE

1 Archives box (10" x 12" x 15") inside = 1 cubic foot of records	1 Linear foot of 8 1/2" x 14" documents = 1 cubic foot
1 Letter size file drawer = 1 1/2 cubic feet of records	1 Linear foot of 8 1/2" x 11" documents = 4/5 cubic feet
1 Legal size file drawer = 1 1/2 cubic feet of records	1 Linear foot of tab cards = 1/6 cubic feet
1 Number 11 record transfer box = 2 cubic feet of records	1 Linear foot of 3" x 5" cards = 1/9 cubic feet

### TO BE COMPLETED BY THE ORIGINATING AGENCY OR OFFICE

Name of government agency <b>Office of Corporation Counsel</b>		Date (month, day, year) <b>11/30/12</b>
Address of government agency (number and street, city, state, and ZIP code) <b>200 E. Washington Street, Room 1601, Indianapolis, IN 46204</b>		
Name of contact person <b>Donna Taylor</b>	Telephone number <b>( 317 ) 327-4069</b>	E-mail address <b>donna.taylor@indy.gov</b>
Type of request (check one) <input checked="" type="checkbox"/> Request to destroy <input type="checkbox"/> Request to microfilm and destroy <input type="checkbox"/> Request to destroy previously microfilmed originals <input type="checkbox"/> Request to transfer to: _____		
TO: Secretary, Commission of Public Records, of <u>Marion</u> County, Indiana		
NAME OR DESCRIPTION OF RECORDS	VOLUME OF RECORDS (see records measurement table)	DATE OF RECORDS
General Counseling Files	17 cubic feet	2000-2009
Tort Claim Files	8 cubic feet	2006
Tort Claim Files	11 cubic feet	2007
Litigation Files	128 cubic feet	2007 or older

# How to Submit a Request to Destroy Public Records

1. Obtain a blank Notice of Destruction form or PR-1 form;
2. Complete the form, listing the records to be disposed of;
3. Submit the completed form:
  - a. Notice of Destruction-Send to Clerk's Office ([elizabeth.gordon@indy.gov](mailto:elizabeth.gordon@indy.gov)) and IARA ([Bstiers@iara.in.gov](mailto:Bstiers@iara.in.gov))
  - b. PR-1s-Send to Clerk's Office for consideration at the next Local Commission of Public Records Meeting;
4. For Notices of Destruction-if after 30 days have passed since submitting the Notice you have not heard from the County or State, you may proceed to destruction; and
5. For PR-1s, if the Local Commission approves the request, your request will be forwarded to the Indiana Archives & Records Administration for review—the IARA has 60 days to review. If the IARA does not contact the Local Commission regarding your PR-1 within 60 days after the IARA receives it, the Local Commission will notify you whether the State has provided a written statement of intent to procure any or all of the records covered by the PR-1. For any records listed on the PR-1 that are not requested by the State, you may proceed to destruction.

NOTE: CONFIDENTIAL RECORDS MUST BE DESTROYED IN A MANNER THAT PRESERVES THE CONFIDENTIALITY OF THE INFORMATION (I.E. SHREDDING, BURNING, ETC.)



# Storing Your Records: Best Practices

- Be sure to label your boxes and at least on one side include:
  - Agency Name and if applicable, Agency Division
  - Records Series Title
  - Record Series Number
  - Box Number (may be vendor number or your own agency numbering system)
  - Total number of boxes for that matter (if more than one, i.e. 1 of 3)
- Make a list of the contents of a storage box before storing (whether on-site or off-site) and included one copy in the box and keep one copy in a central file and/or scan to a file that is available for those in agency who may have to find stored records.

# Can An Agency Scan Public Records in Lieu of Keeping the Original Documents?

- Indiana Code section 5-15-1-1 does provide this as an option for public records that have a retention period of 10 years or less and after that retention period the original record can be destroyed
- Any micrographics or imaging processes used under this statute must comply with quality standards developed under Indiana Code section 5-15-5.1-8
- The OCPR has provided specific guidance on this in its Policy Document 06-01

# What are the Options for Storage and Destruction?

- Agency may store records on-site in its offices or warehouse space (if available)
- Agency may contract with a service provider (such as Iron Mountain) to store public records
- Agency has responsibility to preserve and protect public records under state law
- Agency may seek approval of the IARA to scan public records with less than a 10 year retention period that are not permanent records
- Agency must ensure that confidential records are stored and/or destroyed in a manner that recognizes confidential nature
- Destruction is usually available through service provider but agencies may also use the services of the department of public works

# What Resources Are Available to Assist My Agency?

- Local Commission of Public Records
- Indiana Records and Archives Administration (IARA)
- Office of Corporation Counsel (OCC)

**Questions?**